



Tom Tindall
Director

COUNTY OF LOS ANGELES
Internal Services Department
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To enrich lives through effective and caring service.



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May 11, 2010

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

#16 MAY 11, 2010

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

Dear Supervisors:

REQUEST TO AMEND CONTRACTS UNDER THE CONTRACT EXTENSIONS/COST REDUCTIONS INITIATIVE

SUBJECT

Recommendation to authorize the Director of the Internal Services Department (ISD) to amend a contract consistent with the County's Contracts Reductions/Extension Initiative mandated by your Board on June 16, 2009.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and delegate authority to the Director of the Internal Services Department (ISD) to execute a contract amendment to reduce the annual contract amount by 5% and extend the contract term by two years, consistent with your Board's Contract Reduction/Extension initiative, effective October 4, 2009, for a landscape services contract with Wurzel Landscape.
2. Instruct the Director of ISD to notify your Board and the Chief Executive Office, in writing, within ten business days after execution of such amendments.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On June 16, 2009, your Board directed the Chief Executive Officer, working with the ISD, County Counsel, Auditor-Controller, and other departments, as needed, to develop the parameters for a contract cost-savings initiative for existing contractors. Your Board also directed the Chief Executive

Officer to provide all departments with a model letter to send to contractors by early July 2009, requesting that contractors reduce their rates in exchange for term extensions, without the need to undergo competitive bidding.

In early July 2009, departments, including ISD, issued the model letter to each existing contractor that met certain specified criteria. ISD reviewed the offers submitted in response to our request, and solicited cost reduction offers in exchange for one-year and/or two-year contract term extensions. To date, your Board has approved contract amendments for several ISD contracts that extend the contract terms in exchange for cost reductions. Recently, an additional contractor offered cost reductions of 5% of their annual contract cost. Wurzel Landscaping (Wurzel) is a landscaping contractor that provides services at 27 facilities countywide. The offer from Wurzel was reviewed by ISD and is being recommended to your Board for approval. This company has provided acceptable services to the County, and has accepted the annual contract reductions without a change in the level of services required under its contract. Further, in an effort to apply the Initiative equitably, the contractor was required, and agreed, to apply the 5% contract cost reduction retroactively effective October 4, 2009. Attachment I provides additional background on the Wurzel's landscape contract.

FISCAL IMPACT/FINANCING

If approved, the estimated total is \$66,922 through April 3, 2013. Based on an implementation date of October 4, 2009, the savings in FY 2009-10 will be \$14,341 with estimated savings of \$19,120 in FY 2010-11 and 2011-12, and \$14,341 in FY 2012-13.

All expenditures and cost savings will be passed on through billings to the affected departments. Attachment II lists the department names and locations receiving services under the current contract with Wurzel.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

This effort pertains to current contracts which were planned to be competitively rebid upon expiration, and for which a competitive solicitation process was not already underway. The contractor agreed to have the contract amended and have the cost reductions become effective October 4, 2009. The contract is subject to and will continue to comply with the Living Wage Ordinance.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

This effort is intended to produce cost savings in light of the fiscal challenges faced by the County. The proposed contract amendment should not have a negative impact on the level or quality of service provided to the County by the affected contractor.

CONCLUSION

Approval of the recommended actions will result in cost savings that will not impact the current level of services.

Respectfully submitted,

A handwritten signature in brown ink that reads "Tom Tindall". The signature is written in a cursive, slightly slanted style.

TOM TINDALL
Director

TT:YY

Enclosures

c: Chief Executive Officer
County Counsel

ATTACHMENT I

Wurzel Landscape Services Contract #75618

Background

The Board approved the current landscape services contract with Wurzel Landscape (Wurzel) on April 4, 2006. The contract is in the second one-year option period through April 3, 2011. The proposed two-year contract extension will extend the term through April 3, 2013.

- As of April 29, 2010, Wurzel provides landscaping services at 27 County facilities listed on Attachment II.
- The annual contract amount fluctuates based upon usage by client departments. The current annual contract amount is \$382,418.40.
- The proposed 5% decrease would result in an annual reduction/savings amount of approximately \$19,120.

Recommended Amendment/Fiscal Impact

Wurzel has proposed a 5% reduction for a two-year contract extension. The Internal Services Department (ISD) is recommending a two-year contract extension beyond April 3, 2011. A 5% retroactive cost reduction, effective October 4, 2009, would result in an estimated cost savings as follows:

FY 2009-2010	\$14,340.69 (with 5% cost reduction of 9 months, eff. 10-4-09)
FY 2010-2011	\$19,120.92
FY 2011-2012	\$19,120.92
FY 2012-2013	\$14,340.69

Wurzel Landscape Services
List of Facilities Serviced
as of April 29, 2010

DEPARTMENTS		ADDRESS/CITY
1	Assessor	251 East Avenue K-6, Lancaster
2	Assessor/DCFS/DPSS/DPW/Fire	349 East Avenue K-6, Lancaster
3	Board of Supervisors/Registrar Recorder	14340 East Sylvan Street, Van Nuys
4	Community and Senior Services	7555 Van Nuys Boulevard, Van Nuys
5	Community and Senior Services	777 Jackman Street, Lancaster
6	Health Services	13300 Van Nuys Boulevard, Pacoima
7	Internal Services Department	13811 Del Sur Street, San Fernando
8	Probation	14414 Delano Street, Van Nuys
9	Public Library	23743 West Valencia Boulevard, Valencia
10	Public Social Services	14545 Lanark, Panorama City
11	Public Works	730 West Sierra Highway, Acton
12	Sheriff	23740 Magic Mountain Parkway, Valencia
13	Sheriff	1010 West Avenue J, Lancaster
14	Sheriff/Public Library	23757 West Valencia Boulevard, Valencia
15	Superior Court	6230 Sylmar Avenue, Van Nuys
16	Superior Court	14400 Erwin Street Mall, Van Nuys
17	Superior Court	23747 West Valencia Boulevard, Valencia
18	Superior Court	1110 West Avenue J, Lancaster
19	Superior Court	42011 4th Street, Lancaster
20	Superior Court	900 Third Street, San Fernando
21	Superior Court	919 First Street, San Fernando
22	Superior Court	6170 Sylmar Avenue, Van Nuys
23	Superior Court	9425 Penfield Avenue, Chatsworth
24	Superior Court	1040 West Avenue J, Lancaster
25	Superior Court	300 West Maple Street, Monrovia
26	Superior Court	10025 Flower Street, Bellflower
27	Superior Court	1000 West Avenue J, Lancaster